

Broadcasting Board of Governors  
and Voice of America

# INTERN PROGRAM



## ARE YOU MOTIVATED, HARD WORKING, AND ENTHUSIASTIC?

Consider applying for an internship at  
the Broadcasting Board of Governors and Voice of America!

The Broadcasting Board of Governors (BBG) is a global media agency. The BBG oversees five media networks—Voice of America, Radio Free Europe/Radio Liberty, Radio & TV Martí, Radio Free Asia and the Middle East Broadcasting network—that share a common mission: to inform, engage and connect people around the world in support of freedom and democracy. Together, the BBG media organizations communicate each week with more than 226 million people across the globe. The Voice of America is BBG's largest international broadcaster reaching its worldwide audience on radio, television, internet and social media.

### GENERAL INFORMATION

- **Location:** Washington, D.C.
- **Eligibility:** Current enrollment at an accredited college or university, though exceptions are occasionally made for outstanding high-school students
- **Deadline:** Rolling (6-12 weeks before desired start date)
- **Compensation:** Voluntary and unpaid (though a transportation stipend is provided)
- **Credit:** College credit is available, depending on student's school
- **Benefits:** Provides “real world” experience in a diverse and dynamic international broadcast organization

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Interns accepted into the program will be required to submit a security form two weeks before their start date. All answers must be typed. Access the form through the following link: [http://www.opm.gov/Forms/pdf\\_fill/SF86\\_July2008.pdf](http://www.opm.gov/Forms/pdf_fill/SF86_July2008.pdf)

\*Note to international students: Unfortunately, we are unable to assist in the procurement of United States visas.

## INTERNSHIPS BY DEPARTMENT

### BROADCASTING BOARD OF GOVERNORS PUBLIC AFFAIRS

- **Fields:** public affairs, international relations, event planning, communications, research, strategy, and writing
- **Duties:** cooperating and communicating with key strategic audiences, event planning, and promoting different Broadcasting Board of Governors projects, creating content for BBG web properties, and drafting press releases, and multimedia production
- **Interest:** public affairs, international relations, communications
- **Application:** Send resume and cover letter to **Laurie Moy** ([lmoy@bbg.gov](mailto:lmoy@bbg.gov))

### OFFICE OF TECHNOLOGY, SERVICES, AND INNOVATION [TSI]

- **Fields:** broadcasting/Internet technology, computer support, international business planning, project financial analysis, audience/media research, and geographic information systems (GIS)
- **Duties:** tailored to the skill/interest level of the intern, including technical (engineering design or computer programming), analytical (data base research), or business support (international market research) projects (nb. TSI manages broadcast transmission, program delivery, and technical support; TSI internships do not entail any work in the studio with cameras, microphones, etc.)
- **Interest:** engineering, technology, business
- **Requirements:** some engineering, technical, or computer background, strong analytical/mathematical skills, ability to problem-solve
- **Application:** Send resume and cover letter to **Terry Balazs** ([tbalazs@bbg.gov](mailto:tbalazs@bbg.gov))

\* Note: TSI also offers a few paid summer internships to full-time students (U.S. citizens only) with appropriate technical qualifications.

### INTERNATIONAL BROADCASTING BUREAU OFFICE OF RESEARCH AND ASSESSMENT

- **Fields:** audience research, media research, statistics, methodology, media or communication studies, ICT, regional studies



- **Duties:** depend on intern's research skills and experience, foreign language skills or regional expertise, as well as on active research projects available during internship period. Duties may include: Performing data analysis in SPSS; producing charts, graphs, and analytics memos or presentations; reviewing qualitative transcripts and composing analytic reports on the findings; performing data checks on datasets; assisting in instrument design for qualitative and quantitative studies; performing desk research on media environment issues; performing market research etc
- **Interest:** research, statistics, monitoring and evaluation, analysis
- **Requirements:** Intern must be a graduate student enrolled in a degree program, with some coursework in and/or experience with quantitative and/or qualitative research, some knowledge of statistics and SPSS software, superior attention to detail, and strong writing and/or presentation skills
- **Application:** Send resume and cover letter to **Sonia Gloekle** ([sgloekle@bbg.gov](mailto:sgloekle@bbg.gov))

## VOA LANGUAGE PROGRAMMING, MEDIA LAB, AND SENIOR MANAGEMENT OFFICES

- **Fields:** journalism, broadcasting, communications, international relations, government
- **Duties:** Students working for VOA Language Services or the Media Lab are given the opportunity to research and produce daily audio and video programming, series and special reports. VOA's nearly 50 Language Services broadcast on mobile, television radio and internet. VOA's Media Lab creates daily short-form video headlines on Africa, the World, and the U.S. along with pilots and specials. Depending on the intern's assigned team, duties may include: research for stories or profiles, news events, features and special topics; camera work; interviews; logging; transcription; organizing footage; a collection of b-roll; writing; editing audio/video, mobile and social media. Internship opportunities with senior management teams incorporate research, writing and communication skills on the corporate level. Duties in those offices vary but often involve working on white papers, special projects, or Town Hall Meetings.
- **Requirements:** Undergraduate or graduate student enrolled in a college or university degree program. Students should be creative, self-starters with excellent research, writing and communication skills, energy and initiative, ability to multi-task and a desire to learn new skills.
- **Application:** Send resume, a cover letter expressing desired focus of internship. Please state if you are a native language speaker in any of the 45 languages in which we broadcast. You can find our complete list of broadcast language at [insideVOA.com](http://insideVOA.com). Apply to: [VOA-Internship-Program@voanews.com](mailto:VOA-Internship-Program@voanews.com). Questions about the VOA Internship Program, contact: **Patricia Bodnar**: [pbodnar@voanews.com](mailto:pbodnar@voanews.com)



## VOA LEARNING ENGLISH

- **Fields:** journalism radio, television, internet, social media, teaching
- **Duties:** writing news-related stories using a limited vocabulary for English learners; audio production, web article posting and social media audience engagement.
- **Requirements:** excellent writing, research and social media skills
- **Application:** Send resume, cover letter, transcript(s), and two writing samples (news-related or features items) to **Ashley Thompson** ([athompson@voanews.com](mailto:athompson@voanews.com))



## VOA TV TECHNICAL OPERATION

- **Location:** television studio set-up and operations, broadcast system engineering, videography,
- **Duties:** assisting TV technicians in setting up and operations in lighting, audio, camera control, video tape playback, and floor direction; assisting in the project management, design and installation of broadcasting systems and facilities; assisting mobile camera teams in capturing news events
- **Interests:** general television studio operations, broadcast system engineering, electronic news gathering
- **Requirements:** general knowledge of and interest in television studio production and field camera operation; familiarity with production and technical terms; background and/or study in electrical or electronics engineering or systems project management
- **Application:** Send resume to **Bernard Hayes** ([bhayes@VOANews.com](mailto:bhayes@VOANews.com))





## VOA TV TO AFRICA

- **Fields:** television production
- **Duties:** write daily show descriptions for our TV Facebook pages; assist with video field shoots; edit projects on Final Cut Pro and DaletPlus editing systems; run teleprompter for live TV shows, videotape logging; topic research; guest recruitment; guest greeting; and other duties.
- **Interests:** television production, international and Africa affairs, journalism
- **Requirements:** research experience, demonstrated interest in Africa and international affairs, communications skills, ability to meet deadlines and to work under pressure.
- **Application:** Send cover letter and resume to **Roblyn Hymes** ([rah@voanews.com](mailto:rah@voanews.com)).

## VOA MEDIA ASSET MANAGEMENT BRANCH

### Video, Audio and Print Library Collections Assistant:

- **Fields:** library science, media asset management; archiving; musicology\*\*
- **Duties:** May include all or some of the following activities: shot-level cataloging of video content; responding to producer requests for video, audio or textual background material; search internal databases, indexes and digital asset management system; search internet or agency subscription databases; assist with circulation procedures; assist with processing stock footage, audio, or music materials into the collection; assist research staff to pull and cue video content; assist with video retirement processes including inventory listings, updating collection data and shelf-reading or applying labels and barcodes; assist pairing script and other associated information with digital assets.
- **Interest:** Media collection management; special libraries
- **Requirements:** graduate or undergraduate study in Library Science, or for special program - musicology.
- **Application:** Send resume and cover letter to Media Asset Management Branch Chief, **Pam Commerford** ([pcommerford@voanews.com](mailto:pcommerford@voanews.com))

**\*\*For Ethnomusicology majors** - special opportunity to work with our collection of legacy African Music recordings in the Leo Sarkisian collection. This is a joint project by the English to Africa Service and the Archive and Research Service. Contact Multi-Media Production Specialist, **Heather Maxwell** ([hmaxwell@voanews.com](mailto:hmaxwell@voanews.com)) for information on this project.

## VOA NEWSROOM

- **Fields:** journalism, international relations, radio & television broadcast production
- **Duties:** assisting VOA newsroom journalists on news, feature stories and special reports, which could include researching, interviewing, collection of B-roll, logging, transcribing, writing and editing. Depending on skill level and initiative, opportunities to write and produce original content for English language radio, TV and web platforms.
- **Interest:** radio, television, internet, social media, international affairs, broadcast journalism, writing
- **Requirements:** an undergraduate or graduate student enrolled in a college or university degree program, with creativity, energy and initiative. Must have excellent skills in writing, social media and research; ability to meet deadlines and work under pressure; and a desire to learn
- **Application:** Send cover letter, resume and writing sample to newsroom intern director **Amy Katz** ([akatz@voanews.com](mailto:akatz@voanews.com)) with subject line: Internship. Highlight experience that makes you a good candidate. Apply in January-March for summer internships, in May-June for fall internships, and October-November for spring internships. Internships are available in Washington, D.C. and New York City.



### For more information about our internship programs:

#### BBG Internships

Contact **Janice Roane** via email at [jdroane@bbg.gov](mailto:jdroane@bbg.gov) or at **202-382-7508**.

#### VOA Internships

Contact **Pat Bodnar** via email at [pbodnar@bbg.gov](mailto:pbodnar@bbg.gov).